

TRANSMITTAL SLIP		DATE
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TO: 		
ROOM NO.	BUILDING	
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REMARKS:		
<p>I think that the changes indicated on the carbon of your revision will be acceptable to DD/P. Please do not construe this, however, as being a concurrence of the DD/P in the publication of the Records Management regulation. Of course, you understand that formal approval of the DD/P will be required.</p>		
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FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		
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RECORDS MANAGEMENT

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Rescission: CIA Regulation No.

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1. GENERAL

This regulation provides for a continuing Agency Records Management Program to control and improve records from their creation or receipt to their disposition. It is based on the Federal Records Act of 1950 and other applicable statutes and regulations.

2. SCOPE

The Records Management Program shall consist of the following elements:

- (1) Reports Management - The analysis, improvement, and control of administrative reporting.
- (2) Correspondence Management - The application of improved uniform style standards and procedures for the preparation and handling of correspondence.
- (3) Forms Management - The analysis, design, and control of forms.
- (4) Standardization of filing practices, systems, equipment and procedures.
- (5) Records Disposition - The economical and systematic disposition of Agency records including their preservation, retention, transfer, and disposal according to approved schedules.
- (6) Vital Materials - The timely selection, transfer to, and maintenance in a repository, of records essential to operation of the Agency in an emergency.

3. ~~POLICIES~~ RESPONSIBILITIES

Deputy Directors

- b. 1. The Agency Records Management Program shall be administered by the Deputy Director (Support), Deputy Director (Intelligence) and Deputy Director (Plans) on a decentralized basis. ~~IN NO CASE SHALL ANY OF THE FOLLOWING POLICIES~~ They will be responsible for:

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- (1) The preservation of records to provide adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency. Such records shall be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Agency's activities.
- (2) Ensuring that essential records are created and maintained by the most efficient and economical methods. The creation of non-essential records and unauthorized reports and forms shall be prevented.
- (3) Depositing at the relocation site on a current basis records essential to the emergency operation of the Agency.
- (4) Developing records control schedules to identify and preserve records of permanent value; providing for the scheduled removal of noncurrent records from office space and filing equipment to economical Records Center Storage; and providing for the scheduled destruction of records of temporary value.
- (5))
- (6)) Responsibilities for correspondence, forms and files systems, equipment and practices.
- (7))

a. The Chief, Management Staff, serves as Agency Records Officer and Archivist. As such, he is responsible for:

- (1) ~~Directing and coordinating the Agency Records Management Program to provide basic plans, policies, procedures, and staff guidance.~~
- (2) Providing forms analysis, design, and reference services including the approval and requests for reprints of new or revised forms used within more than one Deputy Director's office.
- (3) Reviewing and approving records control schedules and requests for equipment, services and supplies to the extent necessary to assure compliance with program requirements.
- (4) Technically supervising Records Center and Vital Materials Repository operations.
- (5) Maintaining Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations, on all records management matters, including obtaining Congressional authorizations for the retention and disposal of records.

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~~1/1~~ Review of the component Records Management programs to promote their effectiveness.

~~1/1~~ The Deputy Directors or their designees are responsible for:

~~1/1~~ Establishing and maintaining Records Management programs in accordance with requirements and procedures promulgated by the Management Staff.

~~1/2~~ Designating in writing to the Chief, Management Staff, the individuals who will be responsible for administering their records management programs.

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